

**Minutes of Meeting
Commissioners' Debriefing
February 22, 2013
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present was Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:01 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** There were no changes made to the agenda.
- D. Old Business:** There was no old business discussed.
- E. New Business:**

Commissioner Nelson provided an update as to the status of Board of County Commissioner (BOCC) documents that are being sorted through and slated for classification and destruction. Civil Deputy Prosecuting Attorney Darrin Murphey is working with staff to ensure these documents are managed in accordance with Idaho Code. Chairman Tondee noted that any documents that are required to be kept perpetually should be scanned into electronic format.

Commissioner Green distributed the proposed update to the Grant Administrator Job Description, and requested Board review and discussion. Chairman Tondee recommended having a separate meeting to specifically discuss this issue with Human Resources Specialist Christina Anderson and Grant Writer Jody Bieze.

Commissioner Green informed the Board that the Snowgroomers would like to classify as surplus a grader, which was given to them several years ago by the Solid Waste Department. Commissioner Green estimated the value to be approximately \$8,000 to \$10,000. The Board determined that any funds from the equipment sale should be placed in the General Fund, unless the Snowgroomer program requires those funds for a specific purpose.

Commissioner Green shared that he is now serving as the Vice Chair of the Coeur d'Alene Basin Commission, and that Jack Buell was elected to serve as the new Chairman. Commissioner Green stated that the Commission has budgeted \$38,000,000 to spend for cleanup activities in the upper basin, and that planning is being initiated for cleanup work in the lower basin. In addition, Commissioner Green updated the Board regarding the Panhandle Area Council, which is forming a search committee to move forward in finding a replacement for retiring Executive Director Jim Deffenbaugh.

Commissioner Nelson initiated discussion of a Sheriff Department request for a \$43,000 new vehicle expenditure. After discussion, the Board determined that the \$12,000 in available insurance funds should be spent first, with any additional required funds to come from their current capital budget, not from contingency funds.

Chairman Tondee updated the Board regarding his continuing research into Fleet Management, with discussion as to staffing, departmental structure, and location for a possible refueling station.

Administrative Secretary Lori Cogley joined the meeting at 9:52 a.m.

The Board discussed BOCC FY2014 budget planning considerations, including line items for travel, Community Support Services, office upgrades and improvements, consultants, legal costs, uniforms, costs involved with the Kootenai County 150th Anniversary, and the Parks and Waterways Master Plan, noting that budget amounts are only preliminary at this time and that further discussion will be necessary before final amounts are determined.

The Board agreed that employees working directly with the public should be encouraged to wear name tags or identification cards for security purposes, noting that direction for this would have to come directly from each Department Head and/or Elected Official, in order to account for the individual needs and safety concerns of each department.

Commissioner Nelson recommended the purchase of a Zoll Unit (defibrillator) for general campus use, at a cost of approximately \$1,500. With encouragement from the Board, Commissioner Nelson agreed to contact Emergency Medical Services to determine if a unit can be procured at no cost.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk